



USCENSUSBUREAU

Helping You Make Informed Decisions

**U.S. DEPARTMENT OF COMMERCE
U.S. CENSUS BUREAU
Recruiting Bulletin**

ISSUE DATE: MARCH 2, 2009
CLOSING DATE: OPEN UNTIL FILLED

Recruiting Bulletin No. **09-25-005**
Chicago Regional Office

POSITION: FIELD REPRESENTATIVE (Crew Leader)
SERIES, GRADE, SALARY: GG-0303-Grade 05
PROMOTION POTENTIAL: NONE
SALARY RANGE- \$14.74-\$16.12

THIS IS A TEMPORARY EXCEPTED SERVICE APPOINTMENT NOT TO EXCEED 09/30/09.

WHO MAY APPLY: All Sources. However, applicants must reside in one of the areas listed in Area of Consideration below to be considered:

STATE OF ILLINOIS

AREA OF CONSIDERATION: APPLICANTS WILL BE CONSIDERED THAT RESIDE WITHIN SPECIFIC GEOGRAPHIC AREAS WITHIN SPECIFIC SURVEY INTERVIEWING BOUNDARIES (SIB) AND COUNTIES LISTED BELOW:

- 1 POSITION-CHICAGO, IL COOK COUNTY: SIB2513, 2514, & 2517
- 1 POSITION-CHICAGO, IL COOK COUNTY: SIB2515 & 2519
- 1 POSITION-CHICAGO, IL & WEST/SOUTHWESTERN COOK COUNTY: SIB2516 & 2518
- 1 POSITION-CHICAGO, IL COOK COUNTY: SIB2520 & 2555
- 1 POSITION-NORTH/NORTHWESTERN COOK OR DUPAGE COUNTY: SIB2521 & 2523
- 1 POSITION-BOONE OR DEKALB COUNTY: SIB2524
- 1 POSITION-WILL OR SOUTH SUBURBAN COOK COUNTY: SIB2525 & 2522
- 1 POSITION-LAKE OR NORTHERN COOK COUNTY: SIB 2526 & 2553
- 1 POSITION-COLE, CUMBERLAND, JASPER, OR CLAY COUNTY: SIB2527
- 1 POSITION-HENRY OR WHITESIDE COUNTY: SIB2528
- 1 POSITION-CHRISTIAN, TAZEWELL, OR PEORIA COUNTY: SIB2529

STATE OF INDIANA

- 1 POSITION-LAWRENCE, JACKSON, OR ORANGE COUNTY: SIB2533
- 1 POSITION-DELAWARE, BLACKFIELD, OR WELLS COUNTY: SIB2534
- 1 POSITION-LAPORTE OR STARKE COUNTY: SIB2535
- 1 POSITION- EASTERN HALF OF INDIANAPOLIS: SIB2538
- 1 POSITION-HENDRICKS, MORGAN, OR PUTNAM COUNTY: SIB2542

STATE OF WISCONSIN

- 1 POSITION-WAUKESHA OR WALWORTH COUNTY: SIB2543
- 1 POSITION-BROWN OR OUTAGAMIE COUNTY: SIB2545
- 1 POSITION-RICHLAND, IOWA, OR VERNON COUNTY: SIB2547
- 1 POSITION-MILWAUKEE COUNTY: SIB 2549 & 2551
- 1 POSITION-ADAMS OR SAUK COUNTY: SIB2554

JOB LOCATION: Jobs are located within the areas or counties listed above. Duty location is your home. Applicants will be considered for vacancies in their immediate area within the areas listed above.

DUTIES: Provides coordination and direction to 8-10 field staff engaged in data collection for one of the Census Bureau's one time, nonrecurring survey programs. Conducts group training sessions using verbatim training. Reviews work to be certain field staff are adequately trained. Conducts quality control work as required to assure accuracy of the survey. Reviews progress reports and completed work to ensure that each employee is performing at acceptable levels of quality and production. Makes progress reports, at prescribed periods, to supervisor detailing progress made in the assigned area. May do observations and reinterviews, carry out regular and emergency interviewing assignments. Interview households at selected addresses. Ask prescribed questions from survey interviewing instrument. Interviews are conducted in person and by telephone. Laptop computers are used for recording interview responses. Conducts interviews with reluctant or refusal households as requested. The ideal candidate has a desire to work with the public, a persuasive, tactful manner, and is accurate with detailed paperwork. The applicant must be self-motivated, an efficient planner, need little day-to-day supervision, and be able to carefully follow detailed instructions.

WORK SCHEDULE: The incumbent of this position is covered by the mixed-tour work schedule. Based on the Regional Office workload the number of hours scheduled per week could range up to 40 hours. If the candidate selected for this position is not already serving under a mixed-tour work schedule he/she must sign an Excepted Service Mixed-Tour Agreement prior to appointment. Must be available to work flexible hours to accommodate afternoon, evening and weekend work.

QUALIFICATIONS: Applicants are responsible for ensuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the experience or education indicated below or a combination of both:

Grade-05: 1 Year Specialized Experience OR 4 Years of Education Above High School

Specialized Experience is: One year of specialized experience equivalent to the grade 4 level in the Federal service which demonstrates the ability to: (1) gather, assemble, and edit data; (2) interview respondents to gather and obtain data; (3) operate personal computer to create, edit, print, and retrieve documents.

Education: Successful completion of four years of education in any field above high school. This education must have been obtained in an accredited business, secretarial, or technical school, junior college, college, or university. You **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for the position will be required to supply original transcripts.

When combining education and experience to meet this requirement, only education in excess of the first 60 semester hours is creditable.

BASIS OF RATING: Applicants are required to take a 30 minute Bureau of the Census written exam.

HOW TO APPLY: You must attend a testing session and complete an application and required forms. Please call the Chicago Regional Office at 888-722-8995 for the date, time, and location of a testing session. You will need to provide information regarding the following at the testing session:

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of Citizenship
- Veteran's Preference - Applicants claiming 5-point veterans' preference must submit a DD-214 to receive preference. Applicants claiming 10-point veterans' preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs dated within the last year) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty.
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Individuals with a disability may request reasonable accommodations by calling 630-288-9200.

CONDITIONS OF EMPLOYMENT:

- **Applicants must have a valid driver's license and automobile, and a non-cellular private telephone.**
- Public law requires all new appointees to present proof of identity and employment eligibility
- Candidates selected for these positions must sign Mixed Tour Employment agreements outlining the conditions of employment prior to the appointment.
- Applicants appointed through this authority are subject to a 1 or 2 year probationary or trial period.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants over age 18 who were born after 12/31/59 must confirm their selective service registration status. Certification forms will be available at the testing session.
- Employees who receive a Voluntary Separation Incentive payment (VSIP) or "Buyout" and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.